

REQUEST FOR QUALIFICATION

PROPOSAL DUE DATE : 4:00 p.m. MDST July 30, 2021

DESCRIPTION : Navajo Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for “Heating, ventilation, and air conditioning (HVAC) Services” for Navajo Division of Transportation Pinon and Dilkon Sub Offices located in Pinon and Dilkon, AZ area.

CONTACT PERSON : Evans Bennallie
Systems & Programming Manager
Phone Number: (505) 371-8303
Email: ebennallie@navajodot.org
Fax Number: (505) 371-8399

DELIVER TO : Email:
ebennallie@navajodot.org

Please Submit Electronic Proposal

PROPOSAL SUBMITTAL

All proposal **MUST** have the Prospective Respondent's name and contact information on the outside of the Sealed Proposal Packet and Proposal Cost (sealed envelopes). If not included, it will be considered "Non-Responsive."

All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation – Executive
Attention: Evans Bennallie
P.O. Box 4620
Window Rock, AZ 86515
Phone: (505) 371-8300

Hand Delivery: Driving Instructions from Gallup, New Mexico

Take Exit 20 from I-40. Take US491 from Gallup, New Mexico to Yatahey, NM, which is approximately 5.5 miles. Approach a Y-Intersection. Take US264 and go about 15 miles. The Navajo Division of Transportation Complex will be on the left side of US491 on Indian Route 54.

All proposals and bid form shall be sent in sealed envelope, clearly marked with the following information:

Description or Title: "HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES"

Contact Persons: Evans Bennallie, Systems & Programming Manager
Navajo Division of Transportation – Executive Department
Phone: (505) 371-8303
Email: ebennallie@navajodot.org

Please submit an Original and three (3) copies of proposals.

REQUEST FOR QUALIFICATION HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

SECTION I

- A. **ISSUING OFFICE:** This Request for Proposal (RFQ) is issued by the Navajo Nation Division of Transportation (NNDOT).
The contact person for this RFQ is Evans Bennallie, Systems & Programming Manager, Executive Department, Navajo DOT.
- B. **PURPOSE:** This RFQ provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration.
- C. **SCOPE:** This RFQ contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFQ:**
This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFQ, and may request a copy of Navajo Nation procurement regulations from the NNDOT Principal Contract Analyst, abegay@navajodot.org at any time up to the Deadline for Proposals.
- E. **SCHEDULE OF ACTIVITIES:**
- | | DEADLINE: |
|--|---------------------------------|
| 1. Public Advertisement | July 9, 2021 |
| 2. Proposals will be sent to vendors on our current listing | July 9, 2021 |
| 3. Prebid Meeting (Required to Attend) Inquiry Deadline | July 21, 2021 |
| 3. Due date for proposal | July 30, 2021 4:00 p.m. MDST |
| 4. Opening of proposals and evaluation by Review Team | August 5, 2021 |
| 7. Award date for contract Pending Legislative Review-164 process | August 6, 2021 |
- F. **INQUIRIES/PREDBID MEETING:** Prospective respondents shall make written questions to obtain clarification of requirements through e-mail to Evans Bennallie, Systems & Programming Manager, NNDOT at: ebennallie@navajodot.org. Such inquiries shall be presented within the Prebid Meeting which shall be required for prospective respondents to attend, failure to attend shall disqualify respondents. No inquiries will be accepted after the inquiry deadline listed in section E.

REQUEST FOR QUALIFICATION HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFQ, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m., July 30, 2021 (MDST). Respondents who are emailing their proposals should allow sufficient time for mail delivery to insure receipt by the time specified. Late proposal will not be accepted.
- I. **FOUR SETS OF PROPOSAL IS REQUIRED:** One original and three copy sets of the proposal must be delivered via mail or hand carried . The outside of the envelope should be clearly marked with the project name- “Heating, ventilation, and air conditioning (HVAC) Services Proposal.”
–and the name and address of the firm submitting the proposal.
- J. **REJECTION OF PROPOSALS:** NNDOT reserves the right to reject any and all proposals. This RFQ may be canceled at any time and all proposals may be rejected in whole or in part when the NNDOT System & Programming Manager determines it is in the best interest of the Navajo Nation.
- K. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFQ will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.
- L. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFQ shall become property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NNDOT and may be reviewed by any person after final selection has been made, subject to paragraph I above. NNDOT has the right to use any or all system ideas presented in reply to this RFQ, subject to limitations in paragraph I above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- M. **INCURRING COSTS:** NNDOT is not liable for any cost by the respondents prior to issuance of a contract.
- N. **ACCEPTANCE TIME:** NNDOT intends to make a vendor selection within ten (10) working days after the closing date for receipt of proposals.
- O. **SUFFICIENT APPROPRIATION:**
- P. A Service Contract shall be awarded as a result of this RFQ is contingent upon the availability of funds. Such contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. The NNDOT System & Programming Manager decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- Q. **JOINT PROPOSALS:** Nothing in this RFQ shall be construed to prohibit vendors from entering into a consortium for the purpose of offering a proposal in response to this RFQ. Parties to a consortium will not be permitted independent, individual proposals in response

**REQUEST FOR QUALIFICATION
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES**

to this RFQ.

R. EVALUATION PROCEDURES AND CRITERIA.

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFQ may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NNDOT. The specifications in this RFQ represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFQ the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NNDOT Program Manager may elect to evaluate RFQ solely.
4. Evaluation Criteria: The following criteria will be used by an adhoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for NNDOT.

Initial Point Criteria:

| | |
|---------------------------------------|------------|
| Statement of Qualifications | 20 Points |
| Recommended maintenance service | 30 Points |
| References (3 References) | 20 Points |
| Cost | 15 Points |
| Navajo Nation Vendor, Priority 1 or 2 | 20 Points |
| Navajo Nation Vendor, 2 | 10 Points |
| <hr/> | |
| Total | 100 points |

- S. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFQ.

**REQUEST FOR QUALIFICATION
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES**

T. TAX:

All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. seq.).

U. TERM: The term of this contract will be for a period of 3 years from date of award.

V. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

W. COMPLIANCE WITH LAWS AND REGULATIONS:

The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

X. INDEMINIFICATION:

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFQ.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

REQUEST FOR QUALIFICATION HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

SECTION II

A. BACKGROUND

The Navajo Nation Division of Transportation (NNDOT) is under the Executive Branch is responsible for administering, managing, and planning for the Navajo Nation owned roadways withing the Navajo Nation.

NNDOT is requesting for Heating, ventilation, and air conditioning (HVAC) Services for designated Navajo DOT governmental sub-offices in Dilkon and Pinon, Arizona.

B. CONTRACTOR FORMAT AND RESPONSE REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities. At a minimum contractor, response shall include the following, which will be the basis of evaluation and selection of most responsive bid:

- Statement of Qualifications of service provider in providing the requirement of Request for Proposal
- Recommended maintenance service
- Total Cost
- List of similar services provided to other business customers on Navajo Nation in proportion to requested Scope of work.

REQUEST FOR QUALIFICATION

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

C. SCOPE OF WORK TO BE PROVIDED BY CONTRACTOR:

Vendor to provide, maintenance, and services for all Heating, Ventilation, and Air Conditioning (HVAC) systems including mini split system for I.T. server room located at both Sub-Offices.

- a. The Commercial HVAC service for projects includes, but is not limited to: Check, Diagnose, Service, Monitor, Repair, Replace, etc.
- b. Replace all filters.
- c. Clean evaporator coils and condensers.
- d. To prevent overflow, clear clogs and clean drain lines to ensure proper flow.
- e. Remove any standing water from drain pans to avoid overflows.
- f. Replace worn pulleys and belts where applicable.
- g. Inspect ducts for dust, mold, or debris on entire duct work.
Ex.(duct trunk, duct pipe, transitions, registers, air handler, plenum, inlet air)
- h. Check/maintain refrigerant charge on A/C cooling system. Identify any leaks and repair.
- i. Check thermostats and their controls to ensure they are properly functioning.
- j. If necessary, change batteries and/or trace wiring to HVAC unit at control board and A/C unit.
- k. Verify all electrical connections in the electrical system are properly secured on entire HVAC system including low voltage transformer. Repair chafed/loose wires.
- l. Make sure the fan motor is operating correctly.
- m. Inspect the blowers and blades to maintain proper airflow. Ex. (squirrel cage, motor, motor mounts)
- n. Lubricate any moving parts if needed.
- o. Check the HVAC cabinet for air leaks. Seal accordingly
- p. Remove any debris from around the unit.
- q. Replace filters every 30 to 90 days.
- r. Check and clean the ignition burner assembly annually.
- s. Inspect heating elements, heat exchangers and/or burners for proper operation.
- t. Check for gas leaks.
- u. Check for gas pressure.
- v. Monitor air flow in HVAC system at all registers.
- w. Inspect and check control limits, pressure switches and solid-state control boards.
- x. Diagnose and inspect combustion/inducer vent motor and exhaust plumbing.
- y. Lubricate all moving parts such as bearings and motors where needed.
- z. Check thermostats and controls to ensure they are properly calibrated.
- aa. Check the heat pump if applicable.
- bb. Provide \$25,000 on miscellaneous internal HVAC parts.

The NDOT Executive Department and NDOT Systems & Programming Manager will oversee all equipment, services, and repairs.

**REQUEST FOR QUALIFICATION
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES
NAVAJO NATION CERTIFICATION
Regarding Debarment
and Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date

REQUEST FOR QUALIFICATION HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

SAMPLES

Reference Sample

Reference One:

John Doe, Owner

Company Name: Vendor's

P.O. Box 123

Window Rock, AZ 86515

Phone: (928) 871-1000

Email: jdoe@yahoo.com

Scope of work: See attached SOW

Reference Two:

Jane Doe, Owner

Company Name: Navajo Nation Vendor's

P.O. Box 456

Tuba City, AZ 86515

Phone: (928) 283-1000

Email: janed@yahoo.com

Scope of work: See attached SOW

*Navajo DOT may contact the references for
performance appraisal.*

**REQUEST FOR QUALIFICATION
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES**

Addendum Acknowledgement

Addendum:

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFQ and attachments, and any data and reference items identified in the RFQ documents, and hereby acknowledges receipt of the following Addenda:*

Addendum No:

Addendum Date:

Respondent will complete the Work in accordance with the Contract Documents for the following price(s):

Respondent's Acknowledgement Signature:

Name and Title

Company Name